MAP TEAM COMPLETE APPLICATION CHECKLIST FOR ENVIRONMENTAL PERMITS

Following is a checklist of the documentation that is required to constitute a complete application for state and federal environmental permits. Each item, if applicable, is designated as either being required to initiate project review or required to complete a MAP Team member agency permit. The latter indicates those items that may be submitted after the review process has been initiated. All items on the requirements section of the list that apply to your project must be submitted to constitute a complete application. The project-specific requirements will be confirmed by MAP Team staff following the initial site visit. Items on the optional section of the list may be recommended for submittal by a MAP Team member, but are not required.

This checklist is for use by the WSDOT NWR Environmental Coordinator and the Project Engineer to confirm that all required items are submitted with sufficient time for the permit process to be completed relative to the WSDOT Advertisement Date. If items are submitted later than recommended in this checklist, the risk increases that the permits may not be complete by the Ad date.

For all projects, submit a JARPA, using the most current version of the form, to initiate the permit review process. As part of the JARPA, submit a vicinity map, plan view drawings, and cross-sectional views (see attached JARPA instructions for specifics on completing adequate drawings). For additional project-specific requirements, see the checklist below.

Project Information

Project Title:
Project WIN No.:
Project Engineer:
Project Environmental Coordinator:

Project-Specific Requirements for Complete Application
(Submit if Necessary for Your Project)

Required for Your Project if Checked	Application Requirements	Required to Initiate Permit Review Process	Required to Complete Permit Process	Recommended Submittal Timing Prior to Ad Date
Requirements Specific to USACE Permits and some King County Permits (maybe able to skip section if no USACE or KC DDES permit needed):				
	Date, legal citation, and evidence of NEPA Completion (required to initiate permit review process for NWP 23)		**X**	
	Biological Evaluation or Biological Assessment (If no BE or BA needed, then submit list of T&E species that may be affected by the project)	**X**		
	Documentation of concurrence or Biological Opinion on ESA from USFWS and NOAA Fisheries		**X**	
	Documentation of compliance with Magnuson-Stevens Fishery Conservation & Management Act on Essential Fish Habitat (EFH) from NOAA Fisheries		**X**	
	List of historic places that may be affected by the project (also include places that are eligible for listing under NHPA)	**X**		
	Documentation of compliance with National Historic Preservation Act (NHPA) Section 106 (SHPO Concurrence Letter)		**X**	
	Letter of verification for Essential Fish Habitat (EFH) requirements to NOAA Fisheries		**X**	
	Relevant floodplain information as per Executive Order 11988		**X**	
	Mitigation Sequence Summary (required for all USACE Individual Permits and some Nationwide Permits)		**X**	
	Alternatives analysis for 404(b)(1) process (required for USACE Individual Permits)		**X**	
Other Requirements:				
	SEPA Checklist and Threshold Determination *	**X**		
	Documentation of Shorelines process		**X**	
	Coastal Zone Consistency Form (Corps 404 Ind. Permit Only)	**X**		
	Wetland Delineation/Function Assessment Report	**X**		
	Conceptual Wetland Mitigation Plan (required by USACE to initiate permit review process for NWP 14 and 33)		**X**	**ASAP**
	Final Wetland Mitigation Plan		**X**	
	NPDES Sec. 402 Individual Permit Applications (defined on case-by-case basis) provide acreage and project evaluation of WSDOT/Ecology criteria (see MAP Team 402 IP Process)	**X**		
	Plans to protect fish and fish habitat (e.g. stream restoration plan, culvert designs for fish passage locations)		**X**	
Optional Documents (these are not required but may be useful on a case-by-case basis)				
	Temporary Erosion and Sedimentation Control Plan (TESCP)			
	Hydraulics Report			
	Stream/Reach Design Analysis following Integrated Streambank Protection Guidelines (ISPG)			
	Other: NEPA Documentation			

* Most agencies require the completion of SEPA before for an application can be determined initially complete. However, all state and local MAP Team agencies require a completed SEPA and a Threshold Determination prior to issuing a permit decision or other agency action.

JARPA Instructions for Required Drawings and Maps

Three types of illustrations are needed to properly depict the proposed activity: Vicinity Map, Plan View, and Cross-Sectional View. Drawings to scale should be prepared using clear printing, black ink, and the fewest number of sheets possible. Include the scale. Drawings for USACE permits must be on an 8 ½" X 11" format. Date and number all drawings. Show both existing and proposed conditions and the area of impact to aquatic resources. For USACE drawings, include title block per instructions on USACE website – http://www.nws.usace.army.mil/reg.html. At a minimum, drawings must contain the following information.

1. Vicinity Map. A copy of a county or city road map, or a U.S. Geological Survey topographic map may be used. Include:

a. North arrow (north should be directed to the top of the page).
b. Name of waterbody (and river mile if appropriate).
c. Location of the proposed activity (indicate with a circle, arrow, X, or similar symbol).
d. Provide latitude and longitude of the site to the nearest second.
e. Provide directions to the site.

2. Plan View. This drawing illustrates the proposed project area as if you were looking down at the site from overhead.

a. North arrow (north should be directed to the top of the page).
b. Name of waterbody and direction of water flow.
c. Location of existing shoreline.
   Tidal Waters: Show the Ordinary High, Mean High, Mean Low, Mean Higher High, and Mean Lower Low Water Marks or Lines, and/or wetland boundaries. Indicate elevation above datum. Use a datum that sets mean lower low water (MLLW) at an elevation of 0.0 feet.
   Non-tidal waters: Show the Ordinary High Water Mark or Line, Meander Line, and/or wetland boundary.
d. Dimensions of the activity or structure and impervious surfaces, distance from property lines, and the distance it extends into the waterbody beyond the Ordinary High, Mean High, Mean Higher High, and Mean Low Water Mark or Line, and/or wetland boundaries, as appropriate.
e. For Corps permits, indicate the distance to Federal projects and/or navigation channels (if applicable). To ascertain, call the Corps Regulatory Branch Office at (206) 764-3495.
f. Show existing structures on subject and adjoining properties.
g. Indicate adjoining property ownership.
h. If fill material is to be placed, identify the type of material, amount of material (cubic yards), and area to be filled (acres).
i. If project involves dredging, identify the type of material, amount of material (cubic yards), area to be dredged, method of dredging, and location of disposal site. Dredging in areas shallower than -10 feet needs to be clearly identified on drawings.
j. Identify any part of the activity that has been completed.

k. Indicate types and location of aquatic, wetland, riparian and upland vegetation.
l. Erosion control measures, stabilization of disturbed areas, etc.
m. Utilities, including water, sanitary sewer, power and stormwater conveyance systems (e.g., bioswales).
n. Indicate stormwater discharge points.
o. Proposed landscaping where applicable (for complex landscape plans, please attach a separate drawing).
p. Where applicable, plans for development of areas on or off site as mitigation for impacts associated with the proposal.
q. On all variance applications the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.
r. For bridge scour or culvert repair/replacement, show the original permitted condition as well as the existing and proposed conditions.

3. Cross-Sectional View. This drawing illustrates the proposed activity as if it were cut from the side and/or front. Include:

a. Location of water lines.
Tidal Waters: Show the Ordinary High, Mean High, Mean Higher High, and Mean Lower Low Water Marks or Lines, and/or wetland boundary.
Non-tidal waters: Show the Ordinary High Water Mark or Line, and/or wetland boundary. Use a datum that sets MLLW at an elevation of 0.0 feet.
b. Water depth or tidal elevation at waterward face of project.
c. Dimensions of the activity or structure, and the distance it extends into the waterbody beyond the Ordinary High, the Mean High, the Mean Higher High and Mean Low Water Mark or Line, and/or wetland boundaries.
d. Indicate dredge and/or fill grades as appropriate.
e. Indicate existing and proposed contours and elevations.
f. Indicate types and location of aquatic, wetland, and riparian vegetation present on site.
g. Indicate type and location of material used in construction and method of construction.
h. Indicate height of structure.
i. Vertical and horizontal scales used should be equal.

4. Clearance and Elevations. Applies to Coast Guard Bridge Permits only.

a. Vertical clearance measured from Mean Higher (tidal waters) or Ordinary High (non-tidal water).
b. Horizontal clearance between piers or pilings.
c. Bottom elevation of the waterway at the bridge.